

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

6 August 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-37 – Expires 27August 2009

1. The Military Department is accepting applications for the State Active Duty position indicated below. Selected applicant will be provided a permanent appointment, which is a minimum of six months and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. *The officer selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed 0-4.* This vacancy announcement will expire on 27August 2009 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | Deputy Comptroller, Operations Officer (SAD 0-4) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 15 September 2009 |
| d. SELECTING SUPERVISOR: | Director, J8 |

3. The basic qualification requirements are:

- a. **Military Service:** Field grade commissioned officer in the California Army or Air National Guard or California State Military Reserve in the grades of 0-3 through 0-5 may apply.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant is required. Must have a Bachelors Degree.
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. **Communication Skills:** Must have excellent written and verbal communication skills; ability to communicate effectively with individuals of all levels in both civilian and military organizations.

4. Other requirements:

- a. Extensive experience with State of California fiscal processes; general understanding of federal budgeting and fiscal concepts.
- b. Demonstrated competence in analysis and problem solving.
- c. Demonstrated ability to obtain coordinated efforts and timely results from groups of individuals with conflicting priorities and goals and to motivate subordinates to achieve superior performance levels in attainment of organizational objectives.
- d. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.
- e. Applicants are required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.**

5. Principal duty functions of the Operations Officer, Purchasing and Contracting Officer (PCO), and Emergency Mission Fiscal Coordinator:

The Deputy Comptroller, Operations Officer is a unique position with the Military Department in that it encompasses three separate and distinct areas of responsibility. Significant expertise in operational functions of the state Comptroller's office as the operation's officer, state procurement requirement/actions, and state emergency mission fiscal coordination is required for the incumbent to perform successfully in this position. The complexity of this position requires the incumbent to work independently with general guidance from the Comptroller. The incumbent acts for the Comptroller in their absence, and represents the Comptroller at meetings and conferences as required.

- a. Functions as the Comptroller's Chief of Staff assistant; represents the Comptroller at internal and external meetings when required, and acts on behalf of the Comptroller in his absence.
- b. Provides guidance and counsel to Comptroller office section chiefs in performance of their duties, including assistance in the section, training and evaluation of employees.
- c. Supervises the development of the budgetary and fiscal control procedures to ensure that obligation and expenditure transactions comply with legislative appropriations and control agency requirements.
- d. Reviews and assists in the development of Comptroller policy memorandums, guidelines and regulations for the overall operational support of the directorate.
- e. Manages Comptroller office personnel to include direct supervision of section chiefs, selection and evaluation of staff, career development, awards, discipline, health and safety.
- f. Relieves the Comptroller from finite and detailed day-to-day coordination and execution of Comptroller and staff pertaining to budgeting, accounting, purchasing, contracting, disbursing funds, and collecting reimbursements.
- g. Appointed as the Military Department's Procurement and Contracting Officer (PCO) as required by California Department of General Services (DGS), the Governor's Task Force on Procurement and Contracting Review, and Management Memo 2-19.
- h. The PCO is the accountable officer and directly responsible for the oversight of all procurement/contracting activities conducted under the Department's purchasing/contracting authority (delegation) and is responsible for monitoring the Department's progress in meeting and/or exceeding DGS standards and for the continuous improvement of the Department's purchasing/contracting program.
- i. The PCO is responsible for approving the Department's Request for Delegated Purchasing Authority (Request) and Departmental reports for purchasing program compliance reviews conducted by DGS.
- j. Develops and maintains a Military Department state emergency mission fiscal database for all California Emergency Management Agency (CalEMA) missions, to include Federal Emergency Management Agency (FEMA), Search and Rescue (USFS), United States Bureau of Land Management (BLM), United States National Parks Services (NPS) Wildfire reimbursement; tracks fiscal data relating to emergency state missions to include coordinating with hosting agencies to insure expenditures are properly categorized and invoiced to the proper agency for departmental reimbursement.
- k. Develops fiscal data relating to emergency personnel and operating expenses; analyzes expenditures data to develop short and long-range funding requirements for state and federal emergencies.
- l. Negotiates fiscal reimbursement agreements with Cal Fire and USFS to establish funding levels and documentation guidelines for Wildfire Emergency missions.
- m. Establishes and maintains liaison with counterpart's fiscal officers from CalEMA, CAL Fire, USFS, BLM, NPS, FEMA, and other state, federal and local government agencies, as required.
- n. Provides guidance and assistance to State Comptroller's office personnel in performance of their duties relating to special projects and state emergency operations.

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6. Individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
7. Reimbursement for moving and relocation expenses will not be paid.
8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than the close of business on 27 August 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
Electronic A, F & M

Jeffrey W. Magram (6 Aug 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your educational certificates and/or degrees?	